



ST CATHERINE'S CATHOLIC COLLEGE

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WORKPLACE HEALTH AND SAFETY POLICY

Responsible Officer	College Principal
Effective Date	October 2016
Superseded Documents	
Review Date	2019
Associated Documents	

WORKPLACE HEALTH AND SAFETY POLICY

St Catherine's Catholic College, Singleton is committed to providing the best possible standard of Workplace Health & Safety for everyone at its workplace, including employees, contractors, volunteers, students and visitors.

In realising this commitment St Catherine's Catholic College will comply with all relevant health & safety laws.

St Catherine's Catholic College recognises that the best way to manage health & safety is through management and staff working together to identify and solve health and safety issues. St Catherine's Catholic College is committed to regular consultation with staff, and other people at its workplace, to make sure health and safety is effectively managed.

Management

Senior Management at St Catherine's Catholic College acknowledge that there is a primary legal responsibility given to all those in management and supervisory positions for the health and safety of the people who work under their direction. Senior management will make sure that workplace health and safety responsibilities are defined and appropriately delegated. They will also make sure that managers and supervisors receive necessary training and resources to carry out their health and safety responsibilities. They will liaise with the Workplace Health and Safety Committee to ensure that a culture of safety awareness is formed within the College community.

All managers and supervisors have a duty to provide and maintain, as far as is practicable, a working environment that is safe and without risk to health. To carry out this responsibility managers, supervisors and the College WHS Committee must ensure -

- the CSO and school workplace health & safety policy and procedures are effectively implemented
- health and safety duties are assigned to appropriate employees
- there is regular discussion on health & safety between management and staff
- all health and safety procedures are regularly reviewed and continue to meet CSO or school health and safety needs and responsibilities
- necessary information, training and supervision is provided to employees so they can understand and follow safe working procedures
- incidents are investigated and findings evaluated so weaknesses in the health and safety system can be identified and corrected
- developments in health and safety law and standards which impact on their work areas are kept up to date
- contractors understand the safety standards expected of them and meet these standards in the way they carry out their work
- suppliers of equipment and services understand the safety standards expected of them and that the equipment meets appropriate standards and legislative requirements.
- health & safety performance is monitored to try and achieve steadily improving standards of workplace health and safety

Employees

Staff employed at St Catherine's Catholic College have a responsibility to actively contribute towards maintaining a healthy and safe workplace.

To do this staff must:

- work safely at all times to protect their own health and safety, the health and safety of everyone around them and the health and safety of anyone else who is at the workplace
- report to their supervisor any hazards they encounter in their working day if they can not make the situation safe in the first instance
- co-operate with all safety programs being implemented by the CSO or the school and follow specified safe systems of work
- participate in workplace health and safety consultation and training initiatives
- use personal protective equipment and clothing that is specified for their work and supplied by the employer

This workplace health and safety policy will be regularly reviewed to take account of changes in the workplace and changes in legal requirements for health and safety.

Management of both the Catholic Schools Office and St Catherine's Catholic College seek the co-operation of all employees in realising our workplace health and safety objectives and in creating a healthy and safe working environment which will benefit everyone.

Signed by:

Principal

Date